



Job Description for Admissions Officer

Job Role Specification

Post: Admissions Officer (part time as part of a job-share)
Line Manager: Admissions and Marketing Manager
Start date: February 2022

Purpose of the job

The School's Admissions team consists of an Admission & Marketing Manager, 4 Admissions Officers and a Senior Communications Officer. The team is responsible to the Director of Marketing, Admissions and Communication for the implementation of the School's marketing strategy - for managing the School's media profile, for the planning and implementation of an effective pupil recruitment campaign within Bristol and the surrounding area, and for the admission of pupils. The Admissions Officer will take specific responsibility for the application of the admissions process for the Senior School (Years 7-11) while also providing administrative and practical support for all of the marketing functions for which the team is responsible.

Duties and Responsibilities

1. Deal with applications as received for entry to the School
2. Along with others in the team:
 - Maintain accurate databases
 - Support colleagues in dealing with initial enquiries to the school and in managing visits and tours
 - At times, taking families on tours of the School
 - Administer the entrance tests for Years 7-10
 - Organise the pupil interviews in liaison with the Admissions and Marketing Manager and communicate timetables to candidates
 - Effectively manage and monitor the international pupils within the school and provide, where necessary, details to the UK Visas and Immigration (part of the Home Office) for new entrants to the School, including supporting documentation for visa applications
 - Actively pursue enquiries by engaging in discussions with prospective parents
 - Regular liaison with staff in the Senior school regarding admissions events
 - Send out prospective parent communications
 - Collate and acknowledge acceptances for all year groups
 - Send information to out of cycle applicants and organise visits, tests and interviews as appropriate
 - Provide regular figures on actual and predicted pupil numbers as required
 - Ensure new pupil details are entered onto SIMS (the School's software database) and required information regarding timetables and options is made available
 - Ensure any leavers are recorded as such on SIMS, including reasons for leaving, and inform relevant parties of all leavers
 - Collate and update all information required for new starters and provide point of contact for new students up to them entering the School.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

Key

L Assessed through application form, references, letter of application

I Assessed at interview

There are certain **essential criteria** that we would expect a candidate to possess.

The ability to work as part of a team	L	
Strong IT skills, with particularly the ability to work with database systems and use mail merge functions	L	
Strong writing skills and an excellent command of the English Language, including an excellent phone manner	L	I

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

A good understanding of marketing and its role	L	
Experience in customer service delivery	L	
Ability to multi-task and manage your own priorities and workload	L	I
A self-starter who is motivated and shows initiative	L	I
A sense of humour and an optimistic, resilient style when faced with pressure		I
The ability to develop good working relationships with all members of the School community	L	
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	
An enthusiastic and approachable nature		I
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline• Understanding of safeguarding and promoting the welfare of young people	L	I

Working conditions

Working hours	16 hours per week worked over 2 consecutive days (either Monday & Tuesday OR Thursday & Friday), with the exact pattern agreed with the successful candidate.
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise
Pension	The School will automatically enrol support staff in to the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Holidays	Paid holiday entitlement is 20 working days per annum, plus Bank Holidays pro-rata. Increasing to 22 working days per annum after 2 years' service and then increasing by one working day per additional years' service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process

The closing date for applications is Sunday 05 December 2021.

Interviews will be planned for Friday 17 December 2021.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.